

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

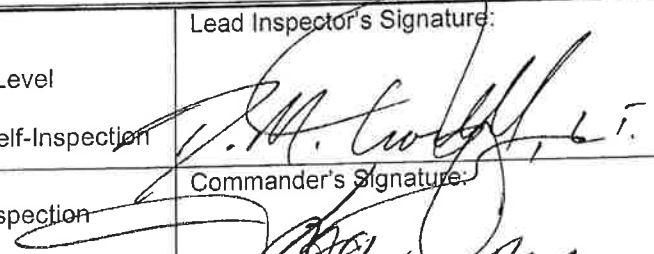
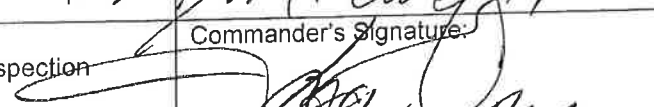
COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 11

Collisions, Enforcement, and Services

Command: Central Division	Division: Central	Number: Chapter 11
Evaluated by: Lt. D. M. Troxell		Date: June 2-3, 2010
Assisted by: Sgt. Jim Woodley		Date: June 2-3, 2010

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspector's Signature:		
<input checked="" type="checkbox"/> Division Level	<input type="checkbox"/> Command Level			
<input type="checkbox"/> Executive Office Level	<input type="checkbox"/> Voluntary Self-Inspection			
Follow-up Required:	<input type="checkbox"/> Follow-up Inspection	Commander's Signature:	Date:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			7/13/10	
Note: A "Yes" response indicates full compliance with policy. If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation.				
Questions 1 through 3 pertain to Data Collection.				
1. Is the information in Program 10 reports used by the Area?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Safe and Commercial Unit utilize Program 10 information.
2. Is any additional information used by the Area to prepare scheduling, beat priorities, Special Enforcement Unit (SEU) enforcement, or grant applications?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
3. Do supervisory or management staff convey this data to field officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Training days, Briefings, Staff Meetings
Questions 4 through 9 pertain to Collision Reduction Plans.				
4. Does the Area have a Collision Reduction Plan? Attach to this report.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
5. Does the Collision Reduction Plan address specific problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
6. Are goals and objectives measurable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
7. Have collisions been reduced since the inception of the plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
8. Did road patrol officers assist in the formulation of the plan(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
9. Do supervisors or managers discuss the Collision Reduction Plan in briefing or training days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
Questions 10 through 18 pertain to Deployment and Scheduling.				
10. Are beat priorities set based on collisions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
11. Are beat priorities reviewed on a regular basis for accuracy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
12. Is the priority schedule consistent with collision and congestion times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
13. Is the Area beat guide current on beat-specific descriptions and instructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
14. Does the Area have a list of reoccurring special events?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:

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15. Has overtime been budgeted for these events?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
16. Are supervisors and managers scheduled based on high activity and special event times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
17. Are motorcycle officers scheduled separately?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
18. Are alternate riders available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
Questions 19 through 33 pertain to Enforcement.				
19. Do the officers prepare documents in accordance with HPM 100.9, Enforcement Documents Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See exceptions document
20. Are Area personnel preparing Collision Reports in accordance with HPM 110.5, Collision Investigation Manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
21. Are hit and run collisions being adequately investigated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
22. Do arrest reports contain enough evidence to charge the offenses requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Exceptions Document
23. Do arrest reports contain the proper headings?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Exceptions Document
24. Do the officers follow HPM 70.4, DUI Enforcement Manual, in regards to Field Sobriety Testing and Chemical Testing?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Exceptions Document
25. Is the Area's Standard Operating Procedures (SOP) regarding Preliminary Alcohol Screening (PAS) devices in compliance with HPM 70.4?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Exceptions Document
26. Does the Area keep accurate and updated forms CHP 202J, Preliminary Alcohol Screening (PAS) Device Out/In Usage Log, in compliance with HPM 70.4?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Exceptions Document
27. Is the Area in compliance with HPM 100.4, Radar Speed Enforcement Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Exceptions Document
28. Do the Area's Sobriety Checkpoint Plans conform to HPM 70.4?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The Division does not perform DUI Checkpoints. Host Area
29. Do the CHP 205, Sobriety/Driver License Checkpoint Activity Report, forms concur with the checkpoint plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
30. Is the Area's Drug Recognition Expert (DRE) program in compliance with GO 70.14, Peace Officer Standards and Training, and HPM 70.4?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The ETRS was not up to date showing certified officers.
31. Does the Area have SOP regarding call out procedures for DREs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Refers to Host Area (Fresno) See also exceptions document.
32. Are the DRE training records up to date, including decertification?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Exceptions Document
33. Does the Area have an SEU?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:

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34. Does the Commander emphasize the importance of service as outlined in GO 100.45?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Training days, briefings, DACCs.
35. Does the Area have SOP for females in need of assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
36. Do CHP 415, Daily Field Record, forms reflect services provided to disabled motorists?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Commercial and Safe units
37. Are CHP 422, Vehicle Check/ Parking Warning/ Highway Damage Report, used in accordance with policy contained in HPM 100.9?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
38. Are vehicles stored, if left on the freeway longer than four hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
39. Are all uniformed employees annually trained in GO 100.6, Special Relationships?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See Exceptions Document
40. Are collision reports available within eight days? If not, what percentage are available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
41. Are the headings in collision reports in compliance with HPM 110.5?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

Command: Central Division	Division: Central	Chapter: 11
Inspected by: Lt. D. M. Troxell		Date: June 2-3, 2010

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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 40	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to:		
Due Date:			
Chapter Inspection: Eleven			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:
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Inspector's Findings:

The Central Division Inspection North Sector Team conducted an inspection per HPM 22.1 Command Inspections Program Manual, chapter 11, Collisions, Enforcement, and Services. The North Sector Inspection Team arrived at the Central Division Office on Wednesday, June 2, 2010, and completed their work at 1500 hours on the June 3, 2010. It should be noted that an entrance conference was performed with Lt. Troxell and Central Division's Administrative Assistant Lieutenant Jason Elsome. The following inspectors worked the corresponding hours as indicated below:

Inspector	Number of Hours
Lieutenant D. M. Troxell, ID 13163	20
Sergeant J. Woodley, ID 11676	10
Officer Chris Michael, ID 11804	10
Total	40

This inspection was conducted using the methodology contained in chapter 11 of HPM 22.1.

Collisions

Central Division is comprised of several support-oriented units. The primary responsibility of investigating traffic collisions occurs within the Area Command, normally the Fresno Area.

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Deployment and Scheduling

The deployment and scheduling of Central Division units vary upon each unit's scope of responsibility. Therefore, collisions statistics are not a determining factor for the deployment and scheduling for most of Central Division's personnel. It should be noted that many Central Division Units do participate in most maximum enforcement periods and other pre-scheduled events, such as "Operation Road Share" days.

Enforcement:

The Commercial/Safe unit did have several investigations to review. The inspectors did review two DUI reports (100%) as a part of the inspection. A very small sample of DUI reports was also reviewed as well, including closed cases. The goal was to determine if the proper documentation is included in the report; if personnel were adhering to policy contained in HPM 70.4, Driving Under the Influence Enforcement Manual, in regards to field sobriety tests and chemical testing; and if proper prosecution is being sought.

A random sample of 50 of the following forms were selected for review: CHP 215, Notice to Appear; CHP 281, Notice to Correct Violation; and CHP 267, Notice of Parking – Registration Violation, to establish whether enforcement documents are completed in compliance with policy contained in HPM 100.9, Enforcement Documents Manual. This sample was drawn from the commercial/SAFE unit

A random sampling of 20 arrest reports, not related to DUI or vehicle theft, were reviewed to determine if the elements of the offenses charged were being established and documented properly; whether supervisors are reviewing the reports; and if the officers are following state law and policy (e.g. juvenile notification requirements, citizen arrest procedures, etc.). Most of these reports were taken from the Central Division's K-9 unit and Investigative Services Unit (ISU). KERN CATT, STAN CATT, and TRAT reports were reviewed by both the North and South sector Inspection teams.

A very small sample of DUI reports was also reviewed as well, including closed cases. The goal was to determine if the proper documentation is included in the report; if personnel were adhering to policy contained in HPM 70.4, Driving Under the Influence Enforcement Manual, in regards to field sobriety tests and chemical testing; and if proper prosecution is being sought.

Central Division's Standard Operating Procedure (SOP) regarding Preliminary Alcohol Screening (PAS) devices and the CHP 202J, Preliminary Alcohol Screening Device Out/In Usage Log, was reviewed to determine if local policies were in compliance with HPM 70.4. In addition, SOP was reviewed to determine local procedures relating to the Drug Recognition Expert (DRE) program, including call out procedures.

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Services

For the Services portion of this inspection, a random sampling of 20 individual officers' CHP 415, Daily Field Record forms, were reviewed, to determine if the amount of service rendered is appropriate for the Area. Finally, a review of training and SOP regarding General Order 100.6, Special Relationships was conducted and recorded in the appropriate data base (ETRS).

Findings:

#19: A random sampling of 50 enforcement documents for calendar year 2009, specifically CHP 215's and CHP 281's, revealed some minor inconsistencies to departmental policy. Of the 50-215's reviewed in the sample, seven did not provide the policy number for insurance information. Further, 2 citations (CHP 215 #00776KQ and #00792KQ) noted speeds of 74 MPH in a 55 MPH zone and 72 MPH in a 55 MPH zone, respectively. However, one violator was issued a citation for no insurance, and the other violator was issued a dismissible citation for a mechanical violation (5200 VC). In addition, one citation (CHP 215 #18071LM) did not contain a location for the violation.

#22, 23: The arrest reports for calendar year 2009 appeared sufficient to charge the offenses requested. The primary arrests for the SAFE unit involve violations for inadequate or improperly licensed farm labor vehicle drivers (31401 (a) VC), and appeared to support the charges designated on the face page. In addition, 10 felony reports were reviewed as a result of investigations completed by Central Division Auto Theft and each was well-written. In fact, report #F280-412-09 was exceptionally well written as a result of the in-depth investigation by the officer. Several reports from the Central Division K-9 unit were reviewed and found to be exceptionally well documented, supporting the necessary charges listed on the investigations. The investigating officers used the proper headings and the correct narrative format. All reports were reviewed, signed by a supervisor, and any evidence was processed at the respective CHP unit assigned to ISU.

24: A review of a CHP 202 for calendar year 2009 revealed the officers were following HPM 70.4 in regards to Field Sobriety Testing and Chemical Testing. However, the inspection did create a question regarding a specific incident involving an arrest (#M122-410-09). The officer initially issued a citation to the subject for 2 violations, which was subsequently signed by the violator. Approximately one hour later, per the CHP 202, the subject was arrested for 23152 (a) VC (H & S violations), and was subsequently given a DRE evaluation by the arresting officer. In reviewing the narrative, there was no explanation provided for the discrepancies noted.

#26: When reviewing the CHP 202J logs, Preliminary Alcohol Screening (PAS) Device sign-out usage log, for the two devices, it was discovered the last sign-out on device (083042) 9/17/2009, and 6/1/2009 for device (083039). It was explained that the devices are rarely checked out for road patrol usage. Also, the last PAS accuracy check could not be determined on either PAS device. However, the SAFE unit uses the EPAS/PAS devices, which are calibrated on a weekly basis at the host Area (Fresno) since 2007.

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#27: The inspection team reviewed several CHP 215s that radar was used as the primary source of the violation. In reviewing the citations, all were properly documented per HPM 100.4. The Central Division Training Coordinator recently completed an audit (06/01/2010) that shows division personnel writing citations are in compliance with HPM 100.4- Radar Enforcement Manual. The coordinator also confirmed that all personnel received radar training in the second quarter of 2010 and the ETRS will reflect the training that was recently received.

#31: Central Division's SOP was reviewed to determine local procedures relating to the Drug Recognition Expert (DRE) program, including call out procedures. Division has two certified DRE instructors in the K-9 and ISU units. There was no information within the SOP regarding call-out procedures. When asked about the SOP regarding DRE call-outs, the Inspection Team was advised that Division personnel have not required a DRE; since this situation has never materialized. However, should the situation occur, Division personnel would notify the host Area to provide a certified DRE Officer to complete an evaluation.

#32: The Central Division has five (5) current DRE Officers. Their training records were not up-to-date in the electronic training records system (ETRS). The Academy DRE unit was contacted and confirmed all current DRE Officers are in good standings. Further, the Division had one recent de-certified DRE through voluntarily electing not to recertify within the required 24 months (no memorandum required).

SERVICES

#39: Central Division's training officer informed the Inspection Team that 12 personnel were not trained in G.O. 100.6, Special Relationships. Although not an Area, the Central Division Management routinely emphasize the importance of Special Relationships during all Area Training days, Staff Meetings, Division all Commander Conferences (DACCs), and briefings.

FINDINGS REQUIRING FOLLOW-UP:

#26: Central Division needs to up-date their 202J usage log. Both PAS devices need to be checked for accuracy to maintain compliance, per HPM 70.4, Driving under the Influence Manual.

#39: The Division training officer informed the Inspection Team that 12 personnel were not trained in G.O. 100.6, Special Relationships. **The 12 individuals will immediately review GO 100.6 upon their return to their unit. Once completed, the Training Officer will update records in the ETRS to indicate compliance.**

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Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

Required Action: NONE

Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE
	INSPECTOR'S SIGNATURE 	DATE 6/18/2010
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE	DATE

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM

Chapter 11

Collisions, Enforcement, and Services

Command: Central Division	Division: Central	Area No.: 401
Evaluated By: Lt. D. M. Troxell		Date: 6/2-3
Assisted By: Sgt. J. Woodley		

Utilize the 'Comments' section to provide details regarding changes in totals or any other significant details.

Month	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Totals	Percentages		
														Total Incidents	Arrests	Filed
Number of Investigations (excluding DUI and 10851)	4	7	5	7	16	5	5	13	15	14	8	4	103			
Number cleared by arrest																
Number filed by district attorney (D.A.) **	4	7	5	7	16	5	5	13	15	14	8	4	103			
Number of convictions																
Number of DUI arrests	1	4	1	0	5	2	0	3	5	4	1	0	26			
Number filed by district attorney (D.A.) **	1	4	1	0	5	2	0	3	5	4	1	0	26			
Number of convictions																
Number of vehicles stolen	0	0	0	0	0	0	0	0	0	0	0	0	0			
Number of vehicles recovered	0	0	0	0	0	0	0	0	0	0	0	0	0	NA		
Number cleared by arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	NA		
Number filed by district attorney (D.A.)	0	0	0	0	0	0	0	0	0	0	0	0	0	NA	NA	
Number of convictions	0	0	0	0	0	0	0	0	0	0	0	0	0	NA	NA	NA

Comments: Vehicle stolens are reported from Area Commands.

The Central Division file their court cases in many different counties. None of the counties provide information back to Division relating to the actual filing of the case or the disposition. There is no time efficient means in place with the District Attorney's office for continual, consistent updates on all cases with regards to the number of cases filed and number of convictions.

Number of investigations was determined by the AIS printout that covers ISU, Heat, and the Central Division K-9 unit. The Division Tasks forces file cases with host Areas. **Filing by DA assumed due to not having access to rejections notices from various DAs.